



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 5

77 WEST JACKSON BOULEVARD
CHICAGO, IL 60604-3590

EPA Region 5 Records Ctr.



274070

REPLY TO THE ATTENTION OF:
MCC-10J

DATE:

SUBJECT: Designation of Contracting Officer's Technical Representative (COTR)

FROM: David Alberts
Contracting Officer

A handwritten signature in dark ink, appearing to read "David Alberts".

TO: Rosita Clarke-Moreno
Work Assignment Manager
Region 5/SR-6J

1. As Work Assignment Manager for Contract Number 68-W7-0026, Work Assignment number 031-ROBE-051C, with Roy F. Weston, Inc., you are hereby appointed as the Contracting Officer's Technical Representative (COTR).

2. As a COTR you are responsible for performance of the following functions:

- a. Familiarizing yourself with all terms and conditions of the work assignment.
- b. Seeking clarification from the Contracting Officer on any contract provision which is not understood or subject to more than one interpretation.
- c. Monitoring performance to insure that the requirements of the work assignment are being satisfactorily executed by the Contractor within the schedule of the work assignment.
- d. Bringing to the attention of the Contracting Officer and the Contractor all performance which is not in compliance with work assignment requirements.
- e. Maintaining written records of Contractor performance and keeping the Contracting Officer informed, in a timely manner, both orally and in writing, of the quality of Contractor performance.
- f. Recommending to the Contracting Officer changes to the work assignment which will improve the quality of the work assignment or the manner in which it is performed.
- g. Ensuring that Government personnel do not attempt to supervise, correct, or otherwise interfere with the activities of Contractor employees.
- h. Ensuring that the Contractor performs no work outside the scope of the work assignment.
- i. Monitoring the Contractor's use of Government Furnished Property to ensure it is used to the

maximum extent possible under the contract and that it is used as authorized.

- j. Reviewing and approving progress reports, determining that the payment requested is commensurate with the items/ services delivered and reviewing and approving vouchers/ invoices.

3. In the discharge of the functions listed above, do not take any action which could:

- a. change any terms or conditions of the work assignment and/or contract;
- b. result in any change in price;
- c. involve supervision of Contractor employees;
- d. result in the Contractor performing any work outside the scope of the work assignment and/or contract;
- e. change the performance period of the work assignment.

The Contracting Officer has the overall responsibility for the administration of this contract. He/She alone is authorized to take actions on behalf of the Government which includes, but is not limited, to: interpreting, amending, modifying, or deviating from the contract terms, conditions, requirements, specifications, or details; approving work plans; issuing final decisions regarding Contractor claims or issues under dispute; entering into negotiations, and terminating the contract for convenience of the Government or for default.

4. This appointment will remain in effect through the life of the work assignment, or until the expiration of the contract, your release from COTR responsibilities for this work assignment by your supervisor, your reassignment to another organization or agency, or until it is otherwise rescinded in accordance with agency procedures. Your authority as a COTR cannot be further redelegated. Your supervisors, at any level, are not entitled to, and may not, exercise COTR authority in your place.

cc: Dean Geers, Program Manager, R.F. Weston
Pat Vogtman, US EPA Project Officer, SM-5J

EPA

United States
Environmental Protection Agency
Washington, DC 20460

**NOMINATION AND APPOINTMENT OF THE CONTRACTING OFFICER'S
REPRESENTATIVE (COR)**

1. a. Name of Nominee: Rosita Clarke-Moreno		b. Title, Series, and Grade: Environmental Scientist/Remedial Project Manager GS-1301-13	
c. Mailing Address (include mail code): Mail Code: SR-6J 77 West Jackson Blvd Chicago, IL 60604		d. Telephone: (312)886-7251	
2. The nomination is for: <input type="checkbox"/> Project Officer <input type="checkbox"/> Deputy Project Officer <input type="checkbox"/> Regional Project Officer <input type="checkbox"/> Zone Project Officer <input type="checkbox"/> Delivery Order Project Officer <input checked="" type="checkbox"/> Work Assignment Manager <input type="checkbox"/> Alternate <input type="checkbox"/> Other		3. Training completed: a. Acquisition Training for Project Officers (Formerly The Basic Project Officer Course) (All Project Officers must complete.) b. Contract Administration Course (All CORs must complete.) c. Recertification Course (All CORs must complete every three years.)	Date Completed 12/93 8/96 & 4/99
4. Briefly describe the nominee's contract management experience and nominee's technical expertise in the subject matter of the contract: Rosita Clarke-Moreno has been a Remedial Project Manager and WAM since 1993. She has had 6+ years in managing Remedial Design projects and provided oversight through the previous ARCS contract as well as through IAGs.			
5. The nomination is for contract number 68-W7-0026, WA# 31-R0BE 051C			
6. I understand that COR duties are not redelegable. In the event that I am unable to continue performing my COR duties, I will contact the Contracting Officer immediately.			
Signature of Nominee <u>Rosita Clarke-Moreno</u>			Date <u>7/7/00</u>
7. I certify that: a. The nominee's contract management duties will be incorporated in his/her position description and performance standard. b. The nominee's Standard Form 450, Confidential Financial Disclosure Report, will be filed with the cognizant Deputy Ethics Official. c. The nominee's contract management workload will stay within his/her ability to perform satisfactorily. d. If the nominee performs his/her contract management functions unsatisfactorily, I will notify the Contracting Officer immediately.			
Signature of the Nominating Official <u>Scott Hansen for SA</u>			Date <u>7/12/00</u>
Name/Title (Print or type) <u>Scott Hansen, RPM</u>			Telephone <u>6-1999</u>
Signature of the Appointing Official <u>Daniel Gillette</u> (Contracting Officer)			Date <u>7/14/00</u>